**Board Memo**

**DATE:** 6/23/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Employee Handbooks - Certified, Classified, Substitute, and Coaches

**Date/Term (Beginning and End Dates/Year)**

07/01/2021 - 06/30/2022

**APPLICABLE BOARD POLICY:**

01.51 - Administrative Procedures

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

KSBA has provided the District with updates and revisions to all four employee handbooks covering each employee group: certified, classified, substitutes, and coaches. The updates and revisions were based on language changes to Policies and Procedures. Human Resources and all appropriate departments have reviewed the suggested updates provided by KSBA and made additional revisions to mirror current District practices.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

Not Available

**RECOMMENDATION:**

The revision to employee handbooks is an information item only and is presented to the Board for review and comment.

**CONTACT PERSON: (submitter)**

Matthew Rigg, Director of Human Resources